

# **NON PERM ADMINISTRATIVE ASSISTANT 3 WILDLIFE PROGRAM**

Opening Date: January 6<sup>th</sup>, 2010 .....Closing Date: January 20, 2010

The Wildlife Program is seeking a highly motivated full-time (part-time applicants may also be considered) temporary Administrative Assistant 3 to perform a variety of duties in a very busy office. This position is expected to last six months. Some of the duties include:

- Issuing permits.
- Updating databases.
- Editing, proofreading, and formatting correspondence.
- Creating and entering information into spreadsheets.
- Coordinating travel.
- Scheduling meetings and maintaining managers' calendars.
- Answering telephones and e-mail inquiries.

Interested applicants should:

- Be proficient in Microsoft Office software (Word, Excel, Outlook, etc.).
- Possess effective written and verbal communication skills.
- Be able to multi-task and prioritize assignments.
- Use proper grammar, spelling and punctuation.
- Understand and follow office protocol.

## **Desirable Qualifications:**

High school graduation or GED. AND

Three years of progressively responsible experience in office/clerical, secretarial, bookkeeping, accounting, or general administrative work.

OR Formal education will substitute year-for-year for experience.

NOTE: Some positions may require keyboarding or typing accurately at a net speed of 50 words per minute or faster.

If you are interested in applying for this position, please send a resume and state application by January 20, 2010 to Wendy Childs at [Wendy.Childs@dfw.wa.gov](mailto:Wendy.Childs@dfw.wa.gov) or 1111 Washington Street S.E., Olympia WA 98501. Anticipated hiring date is February 1, 2010.